



# PLEASE POST

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Superintendent of Schools  
ADMINISTRATION OFFICE

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HUMAN RESOURCES DEPARTMENT

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JOB POSTING # 134

## 2023 - 2024 SCHOOL YEAR VACANCIES

*These Positions are subject to Civil Service Approval*

**POSITION:** **SECURITY AIDES (10 Month)**

**LOCATION:** District Wide

### GENERAL RESPONSIBILITIES:

1. Periodically tour buildings, grounds or other designated areas to ensure that doors, windows, and gates are properly secured and have not been tampered with
2. Turns key or otherwise record visits at watch-clock stations at specified time intervals
3. Report any unusual conditions or breakdowns in heating, plumbing, and electrical system. Report attempted thefts, entries, vandalism or fires
4. Perform a variety of unskilled tasks such as sweeping, attending to parking areas, and answering night telephone calls, as required
5. Question unauthorized personnel, and checks vehicles entering grounds.
6. Ensure safety of staff and students using the premises, as required

**COMPENSATION:** Contractual

**CLOSING DATE:** August 15, 2023

**APPLICATION PROCEDURES:** Candidates must apply on [www.olasjobs.org/longisland](http://www.olasjobs.org/longisland)  
Interested qualified candidates should submit a letter of interest and resume. **Due to the volume of applicants no email responses will be accepted.**

*Rodney Gilmore, Ed. D.*

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